



POSITION DESCRIPTION

Title: DDA Laborer (Part-Time)
Department: Downtown Development Authority
Salary/Benefits: \$15.00 - \$17.00/hour DOQ No Benefits
20-28 Hours/Week depending upon weather conditions.
Sample Work Schedule –
Monday, Tuesday, Thursday, Friday, 5:00 a.m. – 11:00 a.m.
Duration: May/June through Mid-October
Classification: 10 - Temporary/Seasonal Laborer MSD-DDA

GENERAL PURPOSE

Performs maintenance of the flower beds in Downtown Plymouth including watering, weeding, dead-heading, removing debris and operating a small tractor equipped with a water tank trailer. Assists visitors by providing directions, handing out walking maps, and providing other information as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Strong knowledge of the care and maintenance of annual and perennial flowers
- Strong knowledge of Downtown Plymouth streets, businesses, and other information.
- Skill in the use of tools commonly used for flower bed maintenance
- Ability to operate a pickup truck equipped with a water tank
- Must be familiar with fertilizer and other flower bed chemicals
- Ability to operate hoses and sprayers required for watering
- Ability to establish and maintain effective working relationships with employees and the general public.
- Ability to perform strenuous work.
- Ability to work productively without constant supervision.
- Commitment to providing a high degree of customer service.
- Must present a neat and professional appearance at all times.
- Regular attendance is a crucial function of this position.
- Must be available to work mornings and days during the week.
- Completes other duties as assigned by supervisors.

QUALIFICATIONS

Education and Experience:

- High School diploma or equivalent
- Experience in customer service
- Experience in the maintenance of annual and perennial flowers
- Landscape experience preferred
- Possession of a valid Michigan motor vehicle operator's license.
- Must pass a background check and physical exam/drug screen prior to employment.

Applicant may be required to apply for his/her driving record, at their own expense, through the Secretary of State.

Submit Application/Resume or to the following address:

Human Resources – DDA Laborer
City of Plymouth
201 S Main
Plymouth, MI 48170
Fax: (734) 455-1892
jobs@plymouthmi.gov